

CD20-OWI-015

REVISION F

EFFECTIVE DATE: September 16, 2003

ORGANIZATIONAL ISSUANCE

CD20

PROFESSIONAL INTERN PROGRAM (PIP)

APPROVING
AUTHORITY

| <u>NAME</u> | <u>TITLE</u> | <u>ORG</u> | <u>DATE</u> |
|---------------|-------------------|------------|-------------|
| Bill Brewster | Assistant Manager | CD20 | |
| 9/16/03 | | | |
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| Organizational Issuance CD20 | | |
|---|--------------------------|--------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 2 of 20 |

DOCUMENT HISTORY LOG

| Status (Baseline/ Revision/ Canceled) | Document Revision | Effective Date | Description |
|--|----------------------|-------------------|---|
| Baseline | | 09/30/99 | OWI was baselined. |
| Revision | A | 05/24/00 | <p>APPLICABLE DOCUMENTS: MPG 1441.1 Control of Quality Records was changed to 1440.2 MSFC Records Management Program. NPG 1441.1C Records Retention Schedule for changed to NPG 1441.1. Quality Records. Janie Moyers, the OPR for this document, Building 4200, Room 304. 1.2 Developmental program was changed to Developmental Programs. BP employees changed to BP, and S&E employees. BP was deleted. The time required for S&E Professional Interns to achieve full job effectiveness, and decrease the six months length of time required for recent graduates with a bachelor's degree was changed to the time required for S&E Professional Interns to achieve full job effectiveness, may be decreased to six months length of time in Phase I. 3. Definitions. Into and the was deleted. Have was changed to has and an was added. 4.1.1 in was deleted. 4.1.2 For the Business Professional was added. 4.1.2a. Human Resources Office was changed to Employee and Organizational Development Department. 4.1.3. The Advisory Committee will consist of was deleted. 4.1.3. the numbering was changed. 4.1.3c PIP was added. 4.1.4 Director, Human Resources Office was changed to Employee and Organizational Development Department's PIP coordinator. 4.1.5f. At the conclusion of the final phase, an oral presentation is required was added. 4.2 Science & Engineering Intern Program was changed to Professional Intern Program for Science & Engineering Professionals. 4.2.2.1 Human Resources Office was changed to Employee and Organizational Development Department's PIP Coordinator. 4.2.2.1c Human Resources Office was changed to Employee and Organizational Development Department's PIP Coordinator. 4.2.3 The Programs and Service Branch was changed to Employee and Organizational Development Department. CM22 was changed to CD20. 4.2.3E. At the conclusion of the final phase, and oral presentation is required was added. 4.2.4c A 25-hour course in Developing Reading Comprehensive and Listening Skills was deleted. 4.2.5 Oral Presentation was moved to 4.2.6. 4.2.6 was changed to 4.2.7.</p> |
| Revision | B | 09/13/00 | 4.2 was changed to Professional Intern Program for Science and Engineering Professional are employees who are entering developmental positions in NASA Classification Codes 200 or 700, but are eligible for the accelerated first phase if they are recent |

CHECK THE MASTER LIST-VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

| Organizational Issuance CD20 | | |
|---|--------------------------|--------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 3 of 20 |

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| | | | college graduates with BS degrees hired in NASA Classification Code 700. Also, recently graduated with Masters degrees, hired at the GS-9 level in NCC 700, may be promoted to GS-11 after 6 months of training (approved by NASA Assistant Associate Administrator on January 22, 1988). |
| Revision | C | 10/22/02 | Document revised to comply with new format change. |
| Revision | D | 12/17/02 | Document revised to add the Federal Career Intern Program to our Professional Intern Program. |
| Revision | E | 5/27/03 | Document revised to incorporate editing changes. |
| Revision | F | 9/16/03 | Document revised to incorporate editing changes. |

| Organizational Issuance CD20 | | |
|---|--------------------------|--------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 4 of 20 |

1. PURPOSE

The purpose of this Organizational Work Instruction (OWI) is to document the process by which employees are selected to participate in the Professional Intern Program and to define the requirements of the program. The program offers a systematic approach to the development of entry and intermediate level employees, thus providing a source of well-trained employees to fill journeyman level positions at the Marshall Space Flight Center.

2. APPLICABILITY

The MSFC Professional Intern Program is a developmental program for recently appointed college graduates in entry level Science & Engineering (S&E) professional occupations, Federal Career Interns (FC), and Business Professionals (BP) who have moved into entry or intermediate level occupations. (Ref: 5 USC Chapter-41)

3. APPLICABLE DOCUMENTS

NPG 1441.1 NASA Records Retention Schedule

3.1 Reference Documents

3.1.1 Federal Register/Volume 65, Number 134, Executive Order 13162, dated July 10, 2000, Federal Career Intern Program

3.1.2 MPG 1440.2 MSFC Records Management Program

3.1.3 MPG 3410.1 Training

3.1.4 NPG 3510.5 NASA Position Classification

4. DEFINITIONS

4.1 Advisory Committee: The approving officials for the intern's work rotations and development plan consisting of a chairperson who is the organization directorate, the organization's personnel management specialist, and the PIP Coordinator/Counselor.

| Organizational Issuance CD20 | | |
|---|--------------------------|--------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 5 of 20 |

4.2 Aerospace Technology (AST): The term designated for all research, development and testing activities conducted by NASA. Specifically aeronautical sciences and technology, research and development related to extraterrestrial and aerospace flight, and studies of planets, deep space, and the sun, etc.

4.3 Business Professional Intern (BP): A college graduate or other employee who moved into an entry or intermediate level BP occupation.

4.4 Federal Career Intern (FC): A college graduate recruited and selected for professional, administrative and technical positions in a 2-year developmental program.

4.5 Individual Development Plan (IDP): Consist of on-the-job work assignments, rotational assignments, and training requirements.

4.6 Professional Intern Program (PIP): A developmental program for S&E Professionals and Business Professionals.

4.7 Science & Engineering Professional Intern (S&E): A college graduate assigned an entry level S&E professional occupation.

5. INSTRUCTIONS

5.1 Professional Intern Program for Business Professionals is for employees from the following sources who are entering BP developmental positions in NASA Classification Codes 600.

- Graduating MSFC cooperative students.
- College graduates or other employees entering the Federal Service through competitive procedures.
- Other MSFC employees who have been selected competitively through promotion and internal placement procedures.

5.1.1 Promotion

5.1.1.1 Upon satisfactorily completing the intensive development program within the 12-to-18-month framework of each phase, BP interns will be promoted within 90 days unless

| Organizational Issuance CD20 | | |
|---|--------------------------|--------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 6 of 20 |

constrained by events beyond MSFC management's control. Subsequent promotions will depend upon continued satisfactory performance, promotional opportunities, and priorities within the organization to which the BP intern is assigned. All promotions must have the approval of the appropriate Laboratory Director, Department Manager, or Program Manager.

5.1.1.2 Failure to satisfactorily meet the requirements of the BP intern program will result in removal from the program at the end of the 18-month limit for any of the phases. Special effort will be made to reassign the BP intern to a position compatible with performance; however, if a reassignment cannot be made, appropriate administrative action could be taken.

5.1.1.3 There are no provisions for reduction of time in grade for promotion or for waiver of placement qualifications. Therefore, no training agreement with the Office of Personnel Management is necessary.

5.1.2 Advisory Committee for the Business Professional will:

5.1.2.1 Assist the immediate supervisor who will prepare an individual development plan (IDP) to cover specific training and assignments for the BP intern for the required phase or phases of the program. MSFC Human Resources Development Program Forms 3593 and MSFC Human Resources Development Program (Continuation Sheet) 3593-1 will be used for this purpose. The completed plan should be submitted to the Employee and Organizational Development Department (CD20) within 60 days after the BP intern's assignment, with the rotational assignment if required following within 9 months after entry into the program.

5.1.2.2 Require the immediate supervisor to revise the BP intern's IDP when it is clearly in the interest of MSFC because of manpower or mission changes, or changes in the BP intern's goals, or other justifiable reasons. The revised IDP will encompass the time remaining in the BP intern's period of training.

5.1.2.3 Conduct periodic conferences with the BP intern. Particular attention will be given to training or other means to strengthen the BP intern's competence and recommendations

| Organizational Issuance CD20 | | |
|---|--------------------------|--------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 7 of 20 |

will be documented by memorandum and placed in the BP intern's progress folder maintained by the Employee and Organizational Development's PIP Coordinator.

5.1.2.4 Assure that well-qualified individuals at or above the journeyman level are selected to conduct the on-the-instructional phases.

5.1.2.5 Evaluate the BP intern's overall performance through the use of cumulative records and evidence of achievement.

5.1.3 An Advisory Committee consisting of the following representatives will be established for each BP intern: The laboratory/office director or deputy of the organization to which the BP intern is assigned; the personnel management specialist who serves the organization to which the BP intern is assigned; and the Professional Intern Program (PIP) Coordinator.

5.1.3.1 The laboratory/office director or deputy will serve as committee chairman with the other two representatives acting as advisors.

5.1.4 A Performance Evaluation will be performed following each 6-month training period. BP interns are expected to maintain satisfactory performance in all work and academic phases of the program. Performance must be judged fully successful with respect to the minimum standard required for comparable work at the grade level involved, and the rate of acquisition of new knowledge and skills.

5.1.4.1 At appropriate intervals, reports may be required in the BP intern's IDP regarding specific assignments. At the end of each 6 months, the committee chairman will obtain an evaluation report from the BP intern's supervisor. MSFC Human Resources Development Programs Evaluation Form 3622 will be used for this purpose. The chairman will also obtain a training report from the BP intern on his/her assignments for that period. MSFC Human Resources Development Programs Report of Training Form 3623 will be used for this purpose. Copies of the BP intern's 6-month report and the supervisor's evaluation report will be forwarded to the Employee and Organizational Development Department's PIP Coordinator.

| Organizational Issuance CD20 | | |
|---|--------------------------|--------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 8 of 20 |

5.1.4.2 Upon satisfactory completion of the program each BP intern will give an oral presentation of approximately one-half hour duration. The presentation will highlight what the BP intern has learned and accomplished during the program. It will be presented to the BP intern's directorate level head, all intervening supervisors between BP intern and directorate level, and other members of the advisory committee.

5.1.4.3 Performance evaluations under this plan do not relieve supervisors of the responsibility of rating BP interns under NASA's "Employee Performance Communication System" and the separate ratings must be compatible.

5.1.5 Program Phases

5.1.5.1 The program will be structured as shown in the following chart and will depend on the BP intern's entry level and the grade potential of the target position. The developmental period for part-time employees will be prorated on the basis of 2,087 hours for 12 months' credit toward completion of each phase.

| | Phase I | Phase II | Phase III | |
|-------------|---------------------------|---------------------------|---------------------------|------------------------|
| Entry Level | 12 to <u>18 months</u> | 12 to <u>18 months</u> | 12 to <u>18 months</u> | Total <u>Months</u> |
| GS-5 | X | X | X | 36-54 |
| GS-7 | X | X | | 24-36 |
| GS-9 | X | | | 12-18 |

Note: It is not meant to imply that all BP interns' positions progress to the GS-11 level. If the potential of the target position is less than GS-11, the individual's program will be tailored accordingly.

5.1.5.2 Phase I will include a 12- to 18-month intensive developmental period consisting of job orientation and specialized (target position) assignments. These assignments will be supplemented by formalized training courses, reading assignments, and written reports as deemed beneficial to the BP intern's development. If the individual's program is a one or two phase program, the specialized assignments and higher

| Organizational Issuance CD20 | | |
|---|--------------------------|--------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 9 of 20 |

responsibilities noted below will occur in Phase I or Phase II.

5.1.5.3 Phases II and III may consist of job rotation assignments, and will include further specialized assignments involving increasingly higher levels of duties and responsibilities. Phases II and III will also be supplemented by selected training courses, reading assignments, and written reports as deemed beneficial to the BP intern's development.

5.1.5.4 Each BP intern, whether in the program 12 months or the full 54 months, will serve a rotational assignment in another laboratory or office, if possible and practical. This cross training assignment should give the BP intern a broader view of the Center's missions as well as broaden his/her professional capabilities. These assignments may be as long as 6 months or as short as a few days, depending on the nature of the training desired during the period.

5.1.5.5 Each BP intern is required to successfully complete a series of courses in communication skills consisting of a 30-hour course in conducting and participating in meetings; a 25-hour course in clear writing skills; and a 30 hour course in briefing techniques. These courses will usually be offered on a quarterly basis over a 12-week period. The BP interns must have been employed a minimum of 3 months before being scheduled for these courses. The approximate dates of courses will be annotated in the BP intern's IDP. Supervisors will not schedule TDY, leave, or projects for the BP intern during those weeks and will release him/her from duty for the training. BP interns also will not schedule leave during these periods and will make themselves available for the training.

5.1.6 Waiver of Formal Training

Waiver requests will be considered on a case-by-case basis by the Employee & Organizational Development Department. Detailed written justifications for waivers must be submitted through channels and be approved by the directorate level head. Waivers will be granted only in extremely unusual circumstances.

5.1.7 Oral Presentation

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 10 of 20 |

At the conclusion of the final phase, an oral presentation is required as stated in paragraph 5.1.4.2.

5.1.8 Final Assignment

At the completion of the program, the BP intern's final assignment will be determined by the Directorate Head based on:

5.1.8.1 The preference expressed by the BP intern,

5.1.8.2 The recommendation of the supervisor(s) from the target position or the area of expressed preference, and

5.1.8.3 The needs of the Directorate.

5.2 Professional Intern Program for Science and Engineering (S&E) Professional employees who are entering developmental positions in NASA Classification Codes 200 or 700, but are eligible for the accelerated first phase if they are recent college graduates with BS degrees hired in NASA Classification Code 700. Also, recently graduates with Masters degrees, hired at the GS-9 level in NCC 700, may be promoted in GS-11 after 6-months of training (approved by NASA Assistant Associate Administrator on January 22, 1988).

5.2.1 Promotion

5.2.1.1 Upon satisfactory completion of the first 6 months of the planned development program, the S&E intern will be promoted to a GS-9 or GS-11, depending upon the entry level. The promotion will be within 90 days unless constrained by events beyond MSFC management's control. An additional phase of 12 to 18 months will be required of those who enter at the GS-7 level, in order to attain their GS-11. (All promotions must have the approval of the appropriate Laboratory Director, Department Manager, or Program Manager.

5.2.1.2 Failure to satisfactorily meet the requirements of the S&E intern program will result in removal from the program at the end of the 18-month limit for any of the phases. If this occurs, special effort will be made to reassign the S&E intern to a position compatible with performance; however, if

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 11 of 20 |

a reassignment cannot be made, appropriate administrative action could be taken.

5.2.1.3 There are no provisions for reduction of time in grade for promotion except for the Accelerated Training Program for recent college graduates approved by NASA's Assistant Associate Administrator for Personnel and General Management on January 22, 1988.

5.2.2 An Advisory committee consisting of the following representatives will be established for each S&E intern:

5.2.2.1 The laboratory/office director or deputy of the organization to which the S&E intern is assigned.

5.2.2.2 The personnel management specialist who serves the organization to which the S&E intern is assigned.

5.2.2.3 The S&E Professional Intern Program Coordinator.

5.2.2.4 The laboratory/office director or deputy will serve as committee chairman with the other two representatives acting as advisors.

5.2.3 The committee will:

5.2.3.1 Assist the immediate supervisor who will prepare an individual development plan (IDP) to cover specific training and assignments for the S&E intern for the required phase or phases of the program. MSFC Human Resources Development Programs Individual Development Plan Form 3593 and the Human Resources Development Programs Individual Development Plan (Continuation Sheet) 3593-1 will be used for this purpose. The completed plan should be submitted to the Employee and Organizational Development Department's PIP Coordinator within 60 days after the S&E intern's assignment.

5.2.3.2 Require the immediate supervisor to revise the S&E intern's IDP when it is clearly in the interest of MSFC because of manpower or mission changes, or changes in the S&E intern's goals, or other justifiable reasons. The revised IDP will encompass the time remaining in the S&E intern's period of training.

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 12 of 20 |

5.2.3.3 Conduct periodic conferences with the S&E intern. Particular attention will be given to training or other means to strengthen the S&E intern's competence and recommendations will be documented by memorandum and placed in the S&E intern's progress folder maintained by the Employee and Organizational Development Department's PIP Coordinator.

5.2.3.4 Assure that well-qualified individuals at or above the journeyman level, are selected to conduct the on-the-job instructional phases.

5.2.3.5 Evaluate the S&E intern's overall performance through the use of cumulative records and evidence of achievement.

5.2.4 Performance Evaluation: During the training period, S&E interns are expected to maintain satisfactory performance in all work and academic phases of the program. Performance must be judged fully successful with respect to the minimum standard required for comparable work at the grade level involved, and the rate of acquisition of new knowledge and skills.

5.2.4.1 The S&E intern will be responsible for three progress reports. The reports will be due at the end of the second month, at the end of the fourth month, and prior to the completion of the 6-month program. If a second phase is required, an additional three progress reports are due at 4, 8, and 12 months after promotion to the GS-9 level. Each of these reports will describe briefly the training sequence completed or in progress during the period covered. It will also include the S&E intern's comments concerning what has been learned and what progress has been made. MSFC Human Resources Development Programs Report of Training Form 3623, will be used for this purpose.

5.2.4.2 The S&E intern will be evaluated on job and developmental activity performance throughout the training program. Evaluation reports covering the S&E intern's performance will be prepared by the immediate supervisor, reviewed by the Advisory committee, and forwarded to the Employee and Organizational Development Department, CD20, at the same time when the S&E intern submits his/her progress

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 13 of 20 |

report. MSFC Form 3622, Professional Intern Evaluation, will be used for this purpose.

5.2.4.3 Upon satisfactory completion of the program, each S&E intern will give an oral presentation of approximately one-half hour duration. The presentation will highlight what the S&E intern has learned and accomplished during the program. It will be presented to the S&E intern and the directorate level, and other members of the advisory committee. The final oral presentation is not to be given until all other program requirements have been completed.

5.2.4.4 Performance evaluations under this plan do not relieve supervisors of the responsibility of rating S&E interns under NASA's Employee Performance Communication System (EPCS) MSFC Form 4282 and the separate ratings must be compatible.

5.2.4.5 The program will be structured as shown in the following chart and will depend on the S&E intern's entry level. The developmental period for part-time employees will be prorated on the basis of 2,087 hours for 12 months' credit toward completion of each phase.

| | Phase I | Phase II | |
|-------------|--------------------------|---------------------------|-----------------|
| Entry Level | 6 to <u>12 months</u> | 12 to <u>18 months</u> | <u>Total</u> |
| GS-7 | X | X | 18 to 30 months |
| GS-9 | X | | 6 to 12 months |
| GS-11 | X | | 12 to 18 months |

NOTE: 6 months if Ph.D or AST entry level only.

a. Phase I: This will consist of 2-3 months of rotational job assignments to areas where the S&E intern can gain a familiarity with and a general knowledge of duties and responsibilities in areas related to his/her target position. This will serve as a cross-training method in broadening his or her professional capabilities and will serve as an orientation to related job specialties.

b. The S&E intern will also be assigned 3-4 months of specialized assignments in the functional area whereby he/she

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 14 of 20 |

will be able to gain an in-depth knowledge of the duties and responsibilities of the identified target position.

5.2.4.6 Phase II: During this phase the S&E intern will continue to gain an in-depth knowledge of the duties and responsibilities of his/her target position and have an opportunity for additional rotational assignments. At the supervisor's option, the S&E intern may be required to perform rotational assignments in the Safety and Mission Assurance Office.

a. Each S&E intern is required to successfully complete a series of courses in communication skills consisting of a 30 hour course in conducting and participating in meetings; a 25-hour course in clear writing skills; and a 30-hour course in briefing techniques. These courses will usually be offered on a quarterly basis over a 12-week period. The S&E interns must have been employed a minimum of three months before being scheduled for these courses. The approximate dates of courses will be annotated in the S&E intern's IDP. Supervisors will not schedule TDY, leave, or projects for the S&E intern during those weeks and will release him/her from duty for the training. S&E interns also will not schedule leave during these periods and will make themselves available for the training.

5.2.5 Waiver of Formal Training

Waiver requests will be considered on a case-by-case basis by the Employee & Organizational Development Department. Detailed written justifications for waivers must be submitted through channels and be approved by the directorate level head.

5.2.6 Oral Presentation

At the conclusion of the final phase, an oral presentation is required as stated in paragraph 5.2.4.

5.2.7 Final Assignment

At the completion of the program, the S&E intern's final assignment will be determined by the Directorate Head based on the preference expressed by the intern; the recommendation of

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 15 of 20 |

the supervisors from the target position and the area of expressed preference; and the needs of the Directorate.

5.3 Professional Intern Program for Federal Career Interns (FC) Professional employees who are entering a 2-year developmental position in NASA Classification Codes 200 or 700, but are eligible for the accelerated first phase if they are recent college graduates with BS degrees hired in NASA Classification Code 700. Also, recent graduates with Masters degrees, hired at the GS-9 level in NCC 700, may be promoted in GS-11 after 6 months of training (approved by NASA Assistant Associate Administrator on January 22, 1988).

5.3.1 Promotion

5.3.1.1 Upon satisfactory completion of the first 6 months of the planned development program and assuming a current performance evaluation of "Meets" and upon recommendation of the supervisor, the FC intern may be eligible for an initial promotion to the next higher grade level of a GS-9 or GS-11, depending upon the entry level. Subsequent promotions will be made at an interval of 52 weeks, with the same assumptions, until the employee finishes the formal training plan. (All promotions must have the approval of the appropriate Laboratory Director, Department Manager, or Program Manager.) This provision does not confer entitlement to promotion.

5.3.1.2 Failure to satisfactorily meet the requirements of the FC intern program will result in removal from the program at the end of the 18-month limit for any of the phases. The appointment of a FC intern will expire at the end of the 2-year internship period, plus any extensions. NASA/MSFC may, with no break in service, convert the intern to a career or career-conditional appointment. (Ref: 5 CFR 315.712) If an employee is not converted to a career or career-conditional appointment, the career intern appointment terminates, unless specifically eligible for placement. (Ref: 5 CFR 213.3203 (o)(6)(ii))

5.3.1.3 There are no provisions for reduction of time in grade for promotion except for the Accelerated Training Program for recent college graduates approved by NASA's

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 16 of 20 |

Assistant Associate Administrator for Personnel and General Management on January 22, 1988.

5.3.2 An Advisory committee consisting of the following representatives will be established for each FC intern:

5.3.2.1 The laboratory/office director or deputy of the organization to which the FC intern is assigned.

5.3.2.2 The personnel management specialist who serves the organization to which the FC intern is assigned.

5.3.2.3 The FC Professional Intern Program Coordinator.

5.3.2.4 The laboratory/office director or deputy will serve as committee chairman with the other two representatives acting as advisors.

5.3.3 The committee will:

5.3.3.1 Assist the immediate supervisor who will prepare an individual development plan (IDP) to cover specific training and assignments for the FC intern for the required phase or phases of the program. MSFC Human Resources Development Programs Individual Development Plan Form 3593 and the Human Resources Development Programs Individual Development Plan (Continuation Sheet) 3593-1 will be used for this purpose. The completed plan should be submitted to the Employee and Organizational Development Department's PIP Coordinator within 60 days after the FC intern's assignment.

5.3.3.2 Require the immediate supervisor to revise the FC intern's IDP when it is clearly in the interest of MSFC because of manpower or mission changes, or changes in the FC intern's goals, or other justifiable reasons. The revised IDP will encompass the time remaining in the FC intern's period of training.

5.3.3.3 Conduct periodic conferences with the FC intern. Particular attention will be given to training or other means to strengthen the FC intern's competence and recommendations will be documented by memorandum and placed in the FC intern's progress folder maintained by the Employee and Organizational Development Department's PIP Coordinator.

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 17 of 20 |

5.3.3.4 Assure recruitment and selection of applicable Federal Career Interns who are well-qualified individuals at or above the journeyman level, are selected to conduct the on-the-job instructional phases at Marshall Space Flight Center.

5.3.3.5 Evaluate the FC intern's overall performance through the use of cumulative records and evidence of achievement.

5.3.4 Performance Evaluation: During the training period, FC interns are expected to maintain satisfactory performance in all work and academic phases of the program. Performance must be judged fully successful with respect to the minimum standard required for comparable work at the grade level involved, and the rate of acquisition of new knowledge and skills.

5.3.4.1 The FC intern will be responsible for two progress reports per year. The reports will be due at the end of each 6- month period of the training program. Each of these reports will describe briefly the training sequence completed or in progress during the period covered. It will also include the FC intern's comments concerning what has been learned and what progress has been made. MSFC Human Resources Development Programs Report of Training Form 3623, will be used for this purpose.

5.3.4.2 The FC intern will be evaluated on job and developmental activity performance throughout the training program. Evaluation reports covering the FC intern's performance will be prepared by the immediate supervisor, reviewed by the Advisory committee, and forwarded to the Employee and Organizational Development Department, CD20, at the same time when the FC intern submits his/her progress report. MSFC Form 3622, Professional Intern Evaluation, will be used for this purpose.

5.3.4.3 Upon satisfactory completion of the program, each FC intern will give an oral presentation of approximately 1/2 hour duration. The presentation will highlight what the FC intern has learned and accomplished during the program. It will be presented to the FC intern's supervision during the training phases and the directorate level, and other members of the advisory committee. The final oral presentation is not

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 18 of 20 |

to be given until all other program requirements have been completed.

5.3.4.4 Performance evaluations under this plan do not relieve supervisors of the responsibility of rating FC interns under NASA's Employee Performance Communication System (EPCS) MSFC Form 4282 and the separate ratings must be compatible.

5.3.4.5 The program will be structured as shown in the following chart and will depend on the FC intern's entry level. The developmental period for part-time employees will be prorated on the basis of 2,087 hours for 12 months' credit toward completion of each phase.

| | Phase I | Phase II | |
|-------------|--------------------------|---------------------------|-------------------------|
| Entry Level | 6 to <u>12 months</u> | 12 to <u>18 months</u> | <u>Total each phase</u> |
| GS-5 | X | X | 6 to 18 months |
| GS-7 | X | X | 6 to 18 months |
| GS-9 | X | | 6 to 18 months |
| GS-11 | X | | 6 to 12 months |

NOTE: 6 months if Ph.D or AST entry level only. Minimum time in training program must be at least 24 months.

a. Phase I: This will consist of 2-6 months of rotational job assignments to areas where the FC intern can gain a familiarity with and a general knowledge of duties and responsibilities in areas related to his/her target position. This will serve as a cross-training method in broadening his or her professional capabilities and will serve as an orientation to related job specialties.

b. The FC intern will also be assigned 3-4 months of specialized assignments in the functional area whereby he/she will be able to gain an in-depth knowledge of the duties and responsibilities of the identified target position.

5.3.4.7 Phase II: During this phase the FC intern will continue to gain an in-depth knowledge of the duties and responsibilities of his/her target position and have an opportunity for additional rotational assignments. At the supervisor's option, the FC intern may be required to perform

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 19 of 20 |

rotational assignments in the Safety and Mission Assurance Office.

b. Each FC intern is required to successfully complete a series of courses in communication skills consisting of a 30-hour course in conducting and participating in meetings; a 25-hour course in clear writing skills; and a 30-hour course in briefing techniques. These courses will usually be offered on a quarterly basis over a 12-week period. The FC intern must have been employed a minimum of 3 months before being scheduled for these courses. The approximate dates of courses will be annotated in the FC intern's IDP. Supervisors will not schedule TDY, leave, or projects for the FC intern during those weeks and will release him/her from duty for the training. FC interns also will not schedule leave during these periods and will make themselves available for the training.

5.3.5 Waiver of Formal Training

Waiver requests will be considered on a case-by-case basis by the Employee and Organizational Development Department's PIP Coordinator. Detailed written justifications for waivers must be submitted through channels and be approved by the directorate level head.

5.3.6 Oral Presentation

At the conclusion of the final phase, an oral presentation is required as stated in paragraph 5.3.4.

5.3.7 Final Assignment

At the completion of the program, the FC intern's final assignment will be determined by the Directorate Head based on the preference expressed by the intern; the recommendation of the supervisors from the target position and the area of expressed preference; and the needs of the Directorate.

6. NOTES

None.

| Organizational Issuance CD20 | | |
|---|--------------------------|---------------|
| Title: Professional intern Program (PIP) | CD20-OWI-015 | Revision: F |
| | Date: September 16, 2003 | Page 20 of 20 |

7. SAFETY PRECAUTIONS AND WARNING NOTES

None.

8. APPENDICES, DATA, REPORTS, AND FORMS

MSFC 3593 Human Resources Development Programs Individual
Development Plan (IDP)
MSFC 3593-1 Human Resources Development Programs Individual
Development Plan (Continuation Sheet)
MSFC 3622 Human Resources Development Programs Evaluation
MSFC 3623 Human Resources Development Program Report of
Training
MSFC 4282 Employee Performance Communication System (EPCS)

9. RECORDS

Professional Intern Working Files are maintained in accordance with the NPG 1441.1 NASA Records Retention Schedule, AFS Number 3400 Training Records - General. Destroy when 5 years old, or when superseded or obsolete, whichever is sooner.

10. TOOLS, EQUIPMENT, AND MATERIALS

None.

11. PERSONNEL TRAINING AND CERTIFICATION

None.

12. FLOW DIAGRAM

None.